



**EDUCATION EDGE**

**Tennessee's School-To-Career-System**

## **Grant Administrators' Handbook**

**Last Revision 12/10/1999**



## Grant Administrator's Handbook

### Preface

**This document does not contain all the rules pertaining to Education Edge, and in no way preempts or abridges any applicable regulations.**

It is meant as a multi-purpose reference for regional project managers, local grant administrators, and fiscal agents, providing basic guidelines for common issues relating to Education Edge Grants. It describes the way in which these grants are structured and administered at the State level, outlines standard procedures and addresses the most frequently asked questions related to day-to-day Grants Management.

A Project Manager from the Education Edge Office is assigned to each partnership and is available to answer questions and assist with implementation. The Grant Administrator and Fiscal Director from the Education Edge Office are also available to assist with questions regarding fiscal management.

The Project Manager is responsible for the day-to-day administrative and business concerns of the partnership's grant and should be contacted first for assistance. Included in this document is the list of Project Managers and assigned partnerships. Also included is a list of the Education Edge Office staff.

This manual is on the Education Edge website: [www.state.tn.us/education/eehpage.htm](http://www.state.tn.us/education/eehpage.htm). The website should be checked frequently for updates as new policies, procedures, and guidance are developed. Any changes/updates will be noted on the homepage of the website.

### Education Edge Office Staff

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### **Education Edge Office**

The Education Edge Office hours are from 8:00 a.m. until 4:30 p.m. Central Time.

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# **I. GRANT ADMINISTRATION BASICS**

## **A. Grant Management**

### **1. Structure**

Tennessee's 52 Education Edge Partnerships have Regional Project Managers assigned to manage all aspects of the approved action plans. The project manager is responsible for providing partnerships with technical assistance, troubleshooting, assisting in processing changes in action plans, networking partnerships, and disseminating and gathering information on partnership operations and best practices.

### **2. Action Plan**

Education Edge action plans specify the component, strategy, responsibilities, benchmarks, and timelines for performance of the steps towards implementation. These plans serve as management tools and help to facilitate accountability and continuous quality improvement. Action plans can be modified by the partnership in collaboration with the project manager.

### **3. Funding Authority**

Approved action plans are multi-year grants. Contingent upon availability of funds and partnerships' progress toward completing approved action plan steps, these plans may be funded up to five years. These multi-year plans have budgets to support each phase. Written request to move to the next phase of funding must be approved by the regional project manager before a partnership can move from one phase to another. See section **II.D, Closeout Procedures**, for the correct form. A final invoice to close the phase expenditures is recommended but not required. The invoice form is in section **II.B, Invoices**.

### **4. Overall Rules for Requesting Changes To Action Plans**

Written requests for action plan changes must contain the approval signatures of all co-chairs and be filed with the regional project manager. As of August 1, 1999, no approvals are given over the phone. Prior to submitting any request for approval, contact the project manager to discuss the planned request. The Project Manager will:

Review the justification of the proposed revision, including a revised budget and budget narrative explaining any changes.

Approve (or disapprove) the request; and

Send a copy of the approved revision to the fiscal agent and grant administrator.

## **B. AUTHORIZATION AND REGULATIONS**

**Statutory Authorization:** The School to Work Opportunities Act of 1994 (available at [www.stw.ed.gov/general/general.htm](http://www.stw.ed.gov/general/general.htm))

Applicable Regulations: US Department of Labor General Administrative Requirements at Title 29 Code of Federal Regulations (available at [www.dol.gov/allcfr/OASAM/cfr.htm](http://www.dol.gov/allcfr/OASAM/cfr.htm)). These regulations contain information regarding programmatic requirements and the requirements for financial management, maintenance of records, programmatic changes and budget revisions, contracting, and general administrative responsibilities. Also applicable is OMB Circular A-133, which we use as the guide for conducting the audits, available at [http://www.whitehouse.gov/omb/circulars/a133\\_compliance/99toc.html](http://www.whitehouse.gov/omb/circulars/a133_compliance/99toc.html)